

FIRE EDUCATION SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To promote fire safety and prevention measures for residences, neighborhoods and businesses; to participate in a variety of community relations and educational programs; and to disseminate information to and obtain the cooperation of the general public.

Supervision Received and Exercised:

Receives general supervision from Assistant Fire Chief or from other supervisory or management staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Inspect private residences, mobile homes, apartments, town houses and small commercial occupancies for fire prevention standards, fire exits, general compliance with fire prevention standards, alarm devices, and safety vulnerability due to location and type of doors and windows.
- Inspect state license facilities, hotels and business establishments for fire and safety hazards and compliance with city ordinances, state requirements, and Fire Codes.
- Give safety talks and demonstrations to the general public, neighborhood groups, schools and civic organizations; prepare safety programs for organizations.
- Designate fire lanes in commercial and industrial developments in accordance with City ordinances and the Uniform Fire Code; inspect commercial and industrial areas for fire lane violations.
- Issue citations for observed violations of laws, ordinance and fire safety standards.
- Assist in inspections of new establishments and in employee safety training.
- Assist owners in developing fire emergency and fire prevention plans.
- Develop public service announcements relating to fire safety.

CITY OF TEMPE

Fire Education Specialist (continued)

Distribute fire safety and fire prevention brochures.

• Maintain inspection records.

• Participate on a variety of associations; attend and participate in professional groups

and committees.

Perform related duties as assigned.

Experience and Training Guidelines:

Experience:

One year of experience in public service education or public information work preferably involving compliance inspection duties.

Education:

Equivalent to the completion of the twelfth grade.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 124

Status: Non-Exempt / Classified